

PREREQUISITE/COREQUISITE CHALLENGE PROCESS

1. Complete this form and attach documentation to establish your right to challenge this prerequisite/corequisite request. (Examples of documentation: OFFICIAL high school and/or college transcripts, international transcripts, certificates, test scores, etc.) **As of April 1, 2013 all transcripts must be OFFICIAL and turned into the Admissions and Records Office before the form can be submitted.** **Some form of documentation must be attached or on file.**
 - a. Identify the Chaffey College course in which you wish to register and the Chaffey College prerequisite/corequisite you wish to challenge.
 - b. If you are attempting to use high school coursework to meet a college course prerequisite, OFFICIAL high school transcripts must be on file in the Admissions and Records Office.
 - c. **If you are trying to challenge a Math course, you must submit a copy of your Chaffey College assessment test results along with your OFFICIAL transcripts and the challenge form.**
 - d. **If you are trying to challenge an English course, high school English coursework cannot be used to bypass an English prerequisite (unless you have AP, ACT, or SAT scores as well).**
2. Meet with a Chaffey College counselor in the Counseling Department to assess whether you will benefit from the challenge process.
 - a. The Chaffey College counselor will sign the form.
 - b. The Matriculation Specialist in the Counseling Department will enter the prerequisite/corequisite course within 24 business hours. This will allow you to register in the course.
3. Register during your registration period. (*Refer to Class Schedule for the last day to add*) Just because you are able to register does not mean that you are approved. You are allowed to hold a spot in the course while the challenge process is going on. **Do not** buy the book or material that you cannot return to the bookstore until you know that you are approved.
4. The Matriculation Specialist will submit the Prerequisite/Corequisite Challenge form with documentation to the referral area – school/department indicated on the form.
5. The department coordinator will resolve the challenge within five (5) business days.
6. The Matriculation Specialist will notify you by phone/email if the challenge is **denied** and mail the denied challenge form back to you.***
7. On approved challenge decisions, the form will be mailed back to you. You will be allowed to stay in the class.

***For Denied Decisions

1. Matriculation Specialist will remove the prerequisite/corequisite course entered.
2. Admissions Office will drop you from the course. You will qualify for a refund.
3. Cashier's Office will process the refund.
 - a. If you paid by credit card, your credit card account will be credited.
 - b. If you paid by check or cash, please allow 4 to 6 weeks to receive a refund check by mail.
4. If you wish to appeal the decision, you may do so by contacting the dean in the school/department for the prerequisite course you are challenging.

PREREQUISITE/COREQUISITE CHALLENGE

Prereq/Coreq will be entered into the system within 24 hours
All challenges will be reviewed by the department coordinator within (5) business days.

Registering Term (pick one): Summer Fall Spring Student ID#: _____

Name: _____ Birthdate: _____
LAST FIRST MI

Mailing Address: _____ City: _____ Zip Code: _____
NUMBER STREET NAME APT #

Home Phone #: (____) _____ Cell Phone #: (____) _____ E-mail: _____

Title of Chaffey College course you wish to enroll: _____
(Example: ENGL-1A) (No section number needed)

The Chaffey College prerequisite/corequisite is/are: _____
(Example: ENGL-450) (No section number needed)

Supporting Documentation:

**OFFICIAL TRANSCRIPTS
MUST BE ON FILE IN
ADMISSIONS BEFORE
FORM CAN BE TURNED IN**

I am challenging the prerequisite and/or corequisite for the following reason:

- 1. Knowledge or ability to succeed. Based on having the knowledge or ability to succeed in the course (please explain below; must have documentation attached or on file) despite not meeting the prerequisite.
- 2. Prerequisite not validated. The prerequisite is not in accordance with District's process for establishing prerequisites.
- 3. Prerequisite is discriminatory or applied in a discriminatory manner.
- 4. Prerequisite course not available. If a prerequisite for a course necessary for graduation, transfer or a certificate is not reasonably available and causes undue delay in attaining educational goal.
- 5. Not required due to external regulations

Office Use Only

Assessment Test Results

Date Completed

It is the responsibility of the student to provide compelling evidence to support this challenge. Please explain your request in detail and supporting documentation **MUST** be attached. If using transcripts, they must be official and turned into Admissions and Records before a challenge form can be submitted. If you need more room, please attach additional sheets. **You cannot challenge if documentation is not on file or you are in progress with a course from another college.**

Official Transcripts were turned into the Admissions and Records Department within the last 2 days.

Student Signature: _____ Date: _____

Chaffey College Counselor Signature: _____ Date: _____

Chaffey College Matriculation Specialist Signature: _____ Posted Date: _____
(Signed once prereq/coreq is entered)

SCHOOL/DEPARTMENT REFERRAL ONLY

Date Received: _____ Department Staff: _____

Documentation has been evaluated and the challenge is: Approved Denied

Comments: _____

Authorized Signature(s) - Dept Coordinator/Designee: _____ Date: _____

DENIAL AREA ONLY

COUNSELING DEPARTMENT: Date the student was notified: _____ Emailed Phone Call Left Message

Date of Removal of Prereq/Coreq: _____ Matriculation Specialist: _____ Enrolled in Course: _____

ADMISSIONS & RECORDS OFFICE: Course Drop Date: _____ A/R Staff: _____